



Position Title:	Recruitment Business Partner	Position No:	CP23
Group:	Corporate Services	Service Area:	P&C Recruitment
Reports to:	Senior Recruitment officer	Direct Reports:	Nil
Classification Level	Professional Officer (P02)		
Fixed Term	12-month Parental leave		
Location:	Darwin	Date Approved:	February 2025
Special Measures:	No - Not Applicable		

POSITION OVERVIEW

The NLC People & Culture team is structured into four distinct service areas: Workplace Relations, Recruitment, Wellbeing and WHS, and Payroll. Each area provides expert advice and services within their respective remit across the organisation.

The Recruitment team is responsible for overseeing, leading and maintain the talent acquisition process, including sourcing, testing, interviewing, hiring and onboarding, ensuring all vacant positions are assessed for relevance and job design, and position descriptions are reviewed and updated in accordance with business needs.

The Recruitment Business partner will work under supervision of the Senior Recruitment Officer and will provide a high level of business partner support to hiring managers and panel members of allocated vacancies which will include providing talent acquisition advice and strategy to hiring managers and support end to end recruitment campaigns. The role will also be responsible and accountable for the administration and management of the e-recruit system and associated platforms, workflows and data.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Coordinate end to end recruitment processes for all allocated vacancies ensuring compliance with relevant legislation. This includes but is not limited to: -
 - Partnering with Hiring Managers to understand business needs, position requirements, position description reviews and ideal candidate skills and attributes
 - In consultation with hiring managers, develop a recruitment and selection strategy for vacancies
 - Draft a range of contemporary and appealing job ads that attract highly suitable candidates.
 - Prepare tools to support the hiring manager with the recruitment process, such as shortlisting processes, interview proforma's, screening techniques and candidate evaluation processes.
 - Assist hiring managers with candidate care support such as booking interviews and keeping the candidate informed of process milestones
 - Ensure hiring managers are adhering to appropriate timeframes for recruitment and selection activities to maximise deliverables (two- three weeks)
 - Monitor and ensure selection process and reports are compliant and in accordance with the standards expected of the level of position being placed.
- Facilitate other recruitment process such as internal Interest (EOI) or Labour Hire support as needed to ensure NLC business operations are staffed accordingly.
- Assist with the development of community-based candidate data bases to support the NLC regionalisation strategy and promote employment opportunities for Aboriginal and Torres Strait Islander people in our communities.
- Manage and maintain the administration of the e-recruit system, including NLC jobs board, recruitment system related workflows, packs, correspondence and data ensuring system efficiency and accuracy are at the core of the section delivery.



- Undertake extensive review, monitoring and analyses of system data in order to generate reports that identify trends and key recruitment metrics.
- Complete all administration associated with the recruitment, selection and onboarding processes for allocated vacancies and as need to support broader team.
- Provide daily support to the broader P&C function with onboarding and induction.
- Collaborate with the broader People and Culture team to assist build and implement recruitment policy, procedure and process solutions in line with business strategy that improve quality of service, quality of candidate hires while maintaining a positive and transparent experience for the candidate.
- Cultivate and maintain collaborative relationships with all relevant stakeholders, in particular operational level supervisors, to support the NLC people centric leadership model and section deliverables.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Follow the NLC Code of Conduct, working in a professional, respectful, and collaborative way with your team and the wider organisation.
- Take part in performance reviews and any learning and development needed for your role.
- Look after your own health and safety and make sure your work does not put others at risk.
- Report any hazards or incidents to your supervisor straight away and complete any required reports on time.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Advanced Diploma of Human Resource Management or equivalent experience or a combination of relevant qualifications and experience.
- Minimum of three (3) years' experience working in a recruitment officer role or HR generalist role, with a core focus on talent acquisition
- A strong commitment to ethical conduct and maintaining the highest levels of confidentiality.
- Sound organisational skills and the ability to manage a high-volume workload with conflicting deadlines whilst maintaining attention to detail.
- The ability to communicate recruitment matters in plain English or draft documents in Plain English to ensure inclusive recruitment practices
- High proficiency in system administration skills related to recruitment software. platforms
- Strong ICT literacy with a good working knowledge across the Microsoft Office Suite, in particular Word, Excel, Outlook and Teams.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel

DESIRABLE REQUIREMENTS (could or should have)

- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.)
- Bachelor's degree in human resource management or business administration,